

Professional Preparation Program Approval: A Three Step Process

Please note:

Institution in R7-2-604 through R7-2-604.02 refers to universities, colleges, school districts, professional organizations, private businesses, charter schools, and regional training centers.

The Arizona Professional Preparation Program Approval is a three step process:

Step 1: Preliminary Review Guidelines

Step 2: Program Review

Step 3: On-site Review

Rationale: To assure that every PK-12 student in Arizona has access to a highly qualified educator, a comprehensive process based on established criteria is required. This process will ensure consistency and quality for institutions seeking approval for programs that lead to Arizona professional certification.

Step 1: Preliminary Review Guidelines

Each certification program resides within a unique context. In order to better understand the dynamics of your institution and allow the reviewers to evaluate the nature and complexities of your program, the following institutional profile, conceptual framework and faculty data must be submitted. These components will be evaluated as part of the preliminary review and failure to provide these three essential components will prevent your program(s) from being considered for Board approval. Criteria in the preliminary review will be evaluated on the presence or absence of the requested evidence. Approval of your institution's Preliminary Review Guidelines is a prerequisite for Step 2: Program Review.

The **institutional profile** provides contextual information about the institution for the review team. Each institution must provide responses to questions posed under seven headings: institutional demographics, accreditation, institutional governance, institutional administration, allocation of resources, program information and student demographic data.

The **conceptual framework** establishes the shared vision for the institution's efforts in preparing educators to work effectively in P-12 schools. It provides direction for programs, courses, teaching, candidate performance, scholarship, service, and institutional accountability. The conceptual framework is knowledge-based, articulated, shared, coherent, consistent with the institutional mission, and continuously evaluated. The conceptual framework provides the basis that describes the institution's intellectual philosophy, which distinguishes graduates of one institution from those of another. The conceptual framework includes the vision, mission, philosophy, purpose, and goals of the unit/college/institution.

The last component of the Preliminary Review Rubric is the **Faculty Model**. Your institution is required to describe its faculty model including faculty responsible for professional coursework, clinical supervision and administration of each program.

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Step 2: Program Review

For each program submitted, your institution is required to provide evidence regarding four components: program, field experience(s), assessment(s), and internal and external evaluation(s). The **program matrix** requires your institution to provide evidence that each program's coursework, assessment, and field experiences are closely aligned to state and national standards. Criteria will be evaluated using a 0-3 rating scale.

Step 3: On-site Review

Following approval of the Preliminary Review and submission of the Program Review, your institution will be scheduled for an on-site review. Your institution will be responsible for re-imbursement of travel-related expenses for team members.